

## EDITED KSA LISTING

### CLASS: SUPERVISING PSYCHIATRIC SOCIAL WORKER I, CF

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

	<b>Knowledge of:</b>
<b>K1</b>	An exceptional working knowledge of principles, techniques, trends, professional ethics, and literature of correctional psychiatric social work for the purpose of maintaining a high standard of professional practice in the POCs (Parole Outpatient Clinics).
<b>K2</b>	Adequate knowledge of activities of public and private health and welfare agencies in order to facilitate parolee referrals to community resources.
<b>K3</b>	Basic knowledge of principles and practices of supervision, work evaluation, and providing training in order to effectively supervise PSWs and promote a positive working environment.
<b>K4</b>	Basic knowledge of the supervisor's role in meeting both Equal Employment Opportunities (EEO) and Employee Assistance Program (EAP) objectives in order to promote a diverse and non-hostile working environment.
<b>K5</b>	A good working knowledge of current DSM (Diagnostic and Statistical Manual) diagnoses and psychopathology, specifically those disturbances found in and associated with a parolee population, in order to best administer and supervise the care of this population.
<b>K6</b>	<b>Basic knowledge of the social, economic, psychological, and behavioral changes necessary for the parolees' successful reintegration into the community.</b>
<b>K7</b>	<b>Thorough knowledge of California's mandatory reporting laws (e.g., abuse laws, case law, Tarasoff ruling) in order to ensure POC clinical staff compliance.</b>
<b>K8</b>	<b>As a member of POC statewide management team, possess basic knowledge of the principles of program development and implementation in order to assist with the administration of the POC program.</b>
<b>K9</b>	<b>Basic knowledge of appropriate interventions to address personnel challenges (e.g., hostile employee, sexual harassment, family problems) that might arise in the workplace in order to implement the appropriate management response.</b>

Bold text-indicates not on Classification Spec.

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	<b>Skill to:</b>
<b>S1</b>	<b>Skill in program development and evaluation to validate existing programs or make recommendations for improvements.</b>
<b>S2</b>	<b>Skill in preparing narrative and statistical reports in order to provide data and information upon request by administrators.</b>
<b>S3</b>	<b>Skill in management and leadership within a correctional environment in order to efficiently supervise PSW staff and administer the POC program.</b>
<b>S4</b>	<b>Skill in understanding personal interaction between mentally ill parolees and their families to ensure PSWs are providing an adequate level of service.</b>
<b>S5</b>	<b>Skill in oral and written communication in order to facilitate the exchange of information both internally and externally to the POC office.</b>
<b>S6</b>	Skill to analyze situations accurately and adopt an effective course of action in order to provide appropriate interventions (e.g., EAP referrals, training, progressive discipline, commendations).
<b>S7</b>	<b>Skill in interviewing job candidates to assess their qualifications and potential to work within the correctional POC environment.</b>
<b>S8</b>	<b>Skill in the use of various computer programs (e.g., word processing, email) in order to communicate effectively.</b>
<b>S9</b>	Skill in the delivery of direct clinical services (e.g., group and individual therapy, interviewing techniques, treatment planning) in order to effectively supervise PSWs.

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	<b>Ability to:</b>
<b>A1</b>	<b>Ability to travel to the various locations within assigned region and statewide (possibly overnight) in order to effectively supervise PSWs and participate in management team meetings.</b>
<b>A2</b>	Ability to provide professional training to new and continuing employees in order to ensure that PSWs maintain current standards of practice and skill levels.
<b>A3</b>	Ability to establish and maintain effective working relationships with those contacted during the course of daily work activities in order to facilitate the effective delivery of services.
<b>A4</b>	Ability to effectively contribute to the department's EEO and EAP objectives in order to comply with federal and state guidelines.
<b>A5</b>	<b>Ability to facilitate meetings in order to provide direction, encourage staff participation, resolve office difficulties, and disseminate information.</b>
<b>A6</b>	<b>Ability to interpret, explain, and implement applicable rules and regulations in order to ensure POC compliance and effective program implementation.</b>
<b>A7</b>	<b>Ability to deal constructively with aggressiveness, hostility, and other emotional attitudes in order to avoid conflict, deescalate situations, and resolve employee issues expeditiously.</b>

	<b>Special Personal Characteristics:</b>
<b>SPC1</b>	Maintain an objective and empathetic understanding of the correctional population in order to ensure that the PSWs provide mentally ill parolees with quality care.
<b>SPC2</b>	Emotional stability in order to maintain a healthy and productive work environment.

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